



OFFICE OF SPECIAL EVENTS
200 South Lamar, Austin, Texas 78704
(512)974-6797 (512) 974-6756 Fax
reservations@austintexas.gov
<http://www.austintexas.gov/department/parks-special-events>

EARLY RESERVATION LOTTERY REQUEST

**** One form per EVENT per SITE is accepted. ****

The lottery process is **ONLY** available the 7th month in advance of your desired date, on/before the 20th of the month of submittal. The person entering the lottery will be billed and will be held responsible for the reservation.

REQUESTOR INFORMATION

Name:			
Company Name :		City	
Billing Address:		State:	
Phone Number #:		Other #:	
Email Address:		Zip:	
If wedding, provide 1:			
BOTH names. 2:			

SITE REQUESTED

Requested Facility:	
3 Dates of Interest:	

EVENT DETAILS

Type of Event:			
Detailed explanation of the event:			
Event Start / Stop Time:			
Estimated Attendance:	Will alcohol be served / sold?	Food served or sold? Please indicate.	
Sound permit needed? (all amplified sound requires a permit) (not allowed at Mayfield)	Admission charged? (if YES = amount)	Is event open to public?	

SIGNATURE

I certify that the information contained in this request is true and correct to the best of my knowledge. I am aware of and have reviewed the reservation procedures and policies.

Applicant Signature	Date
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☐ By **BOTH** checking this box and typing my name in the above "applicant signature" line, I attest that this constitutes and represents my signature "electronically".

Upon completion please return this form to the Office of Special Events.